

ASSISTANT CITY ENGINEER

DUTIES: Under the direction of the City Engineer:

1. To manage construction and maintenance projects assigned.
2. To plan and supervise City engineering activities.
3. To supervise the work of subordinates.
4. To perform other work as assigned.

ACCOUNTABILITIES

1. Managing construction and maintenance projects assigned.
 - A. Responding to public inquiries and requests concerning construction and maintenance project activities.
 - B. Researching and determining need, specifications, and costs for construction and maintenance projects.
 - C. Planning and coordinating activities among and between numerous public and private entities to accomplish the assigned project within City standards and constraints.
 - D. Assuring that work performed is in conformance with applicable standards, specifications, schedules, and costs.
 - E. Implementing quality control measures.
 - F. Reporting as requested on the plans, progress, and status of assigned projects.
 - G. Administering City contracts and policies.
2. Planning and supervising City Engineering activities.
 - A. Planning, designing, and supervising construction and maintenance engineering activities related to City structures, storm and waste water systems, public streets, and traffic control.
 - B. Supervising the preparation of plans, specifications, estimates, and reports.
 - C. Planning and coordinating surveys to collect data.
 - D. Recommending changes to improve safety and efficiency.
 - E. Reviewing and approving technical engineering plans.
 - F. Coordinating engineering and planning activities with public and private entities.
 - G. Preparing long-range plans, capital improvement programs, budgets, and related studies.
3. Supervising the work of subordinates.
 - A. Prioritizing, scheduling, and assigning work to personnel.
 - B. Effectively recommending the hire, transfer, suspension, or discharge of subordinate personnel.
 - C. Establishing work standards and conducting performance evaluations.
 - D. Providing for the training of personnel in correct and safe operating procedures.
 - E. Effectively recommending adjustments or other actions in employee grievances.
 - F. Delegating authority and responsibility to others as needed.
 - G. Disseminating instructions and information to employees through oral and written communications.

4. Performing related work.
 - A. Preparing reports, drawings, and plans.
 - B. Preparing petitions, resolutions, and agreements.
 - C. Investigating and responding to citizen complaints.
 - D. Preparing and presenting information at public hearings and meetings.

QUALIFICATIONS

1. Minimum License Requirements
Registration as a professional civil or highway engineer with the ability to become registered in the State of Minnesota within six (6) months from the date of appointment.
2. Minimum Education and Experience Requirements
Three (3) years of professional-level engineering experience with at least one (1) year of that at a supervisory level.
3. Knowledge and Skill Requirements
 - A. Knowledge of Civil Engineering principles.
 - B. Knowledge of drafting and mapping principles and techniques.
 - C. Knowledge of surveying methods and instruments.
 - D. Knowledge of design and layout methods and techniques.
 - E. Knowledge of the principles, methods, equipment, and materials used in construction.
 - F. Knowledge of regulatory agencies and their rules affecting design and construction.
 - G. Knowledge of safety principles and practices.
 - H. Skill in applying civil engineering principles and practices.
 - I. Skill in estimating construction costs.
 - J. Skill in preparing specifications, technical reports, resolutions, and petitions.
 - K. Skill in performing design and layout work.
 - L. Skill in operating computers.
 - M. Skill in managing construction engineering.
4. Ability Requirements
 - A. Ability to transport oneself to and around various construction sites over difficult and demanding terrain.
 - B. Ability to communicate effectively, both orally and in writing.
 - C. Ability to supervise.
 - D. Ability to establish and maintain effective working relationships with co-workers, outside agencies, contractors, consultants, and the general public.
 - E. Ability to interpret safety rules and apply them to work situations.
 - F. Ability to perform sedentary work (defined as lifting 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers, and small tools. Although defined as a job which involves sitting, a certain amount of walking and standing is often necessary in carrying out job

duties. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.).

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